

DEREHAM TOWN COUNCIL

9th March 2021

At a virtual meeting of the **Full Council** held on **Tuesday 9th March 2021** at **7.30pm**.

Present: Councillors S Green (Chairman), A Brooks, C Bunting, H Clarke, P Duigan, H King, L Monument and T Monument.

Also in attendance: County Councillor W Richmond, Town Clerk T Needham, Deputy Town Clerk J Barron and Kendra Cogman

86. **To receive apologies for absence.**
Apologies for absence were received from Councillor P Morton.
87. **Declaration of Interest.**
There were no declarations of interest.

The meeting was adjourned.

District Councillor A Webb sent her apologies for absence.

County Councillor W Richmond said that the Town Council's bids for a Bus Shelter, Speed signs and No HGV signs to the Parish Partnership Scheme had now been approved at Norfolk County Council.

The Town Clerk T Needham said that the Parish Partnership Scheme had committed work to Shillings Lane and did Councillor W Richmond know when this would be likely to start. Councillor W Richmond replied that he would like an on-site meeting once Covid restrictions were lifted and was still waiting for guidance.

The Mayor, Councillor S Green thanked Hilary Bushell for all her hard work whilst serving as a Town Councillor, this was reiterated by Councillor L Monument.

The meeting resumed.

88. To receive, confirm as correct and sign the minutes of the virtual **Full Council** meeting held on **Tuesday 9th February 2021.**

Proposed by Councillor S Green, seconded by Councillor L Monument the minutes of the virtual Full Council meeting Tuesday 9 th February 2021 were approved.
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89. To receive, confirm as correct and sign the minutes of the virtual **Extraordinary Full Council** meeting held on **Tuesday 23rd February 2021.**

Proposed by Councillor S Green, seconded by Councillor H Clarke the minutes of the virtual Extraordinary Full Council meeting Tuesday 23 rd February 2021 were approved.

90. **Virtual Finance & Governance Committee meeting**
(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 2nd March 2021.

Proposed by Councillor T Monument, seconded by Councillor S Green the minutes of the virtual Finance & Governance meeting Tuesday 2nd March 2021 were approved.

- (b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following recommendations were agreed and approved by the Council:

To review expenditure against budget.

It was agreed that any underspend in the Grants budget be carried forward into the 2021/2022 financial year to provide additional financial support to voluntary and community groups to bounce back after the COVID crisis.

To review Financial Regulations.

It was agreed that the financial regulations relating to receiving formal tenders, be amended to include time-locked email in-boxes, which would receive email tenders but would be locked until after the deadline for receiving tenders.

To review office arrangements

It was agreed that the current office be moved to the current committee room, and that a new community meeting room be created in half of the existing office.

91. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**

Proposed by Councillor S Green, seconded by Councillor L Monument the list of accounts paid, the Financial Statement and list of account to be paid were agreed.

92. **To consider co-opting new Councillors.**
Councillors listened to a short presentation from the prospective Councillor before the voting commenced.

It was agreed that Kendra Cogman be co-opted as a Councillor.

Kendra Cogman signed her acceptance of office and joined the meeting.

93. **To receive update from Town Plan working group, confirm membership and consider terms of reference for the group.**

The Mayor, Councillor S Green updated Councillors and it was confirmed that the following Councillors were part of the working group: Councillors S Green, H Clarke, P Duigan and P Morton with Councillor L Monument as substitute should she be needed. The Terms of Reference were agreed subject to an amendment

in item 7 to say that the agenda published on the aD website should also have a link to the Town Council website.

94. **Exclusion of Press and public.**

Proposed by Councillor S Green, seconded by Councillor T Monument it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

95. **To consider options for repairs to heating at Assembly Rooms.**

On considering a range of options, it was agreed that would go out to tender for a gas option to replace the heating at the Assembly Rooms.

Chairman